

Navigating DeaconSpace



Center for Experiential and Applied Learning (CEAL)

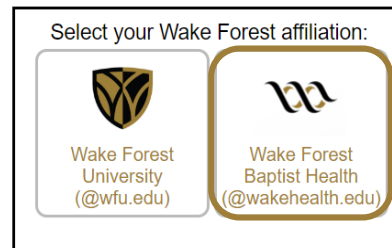


February 2021

Getting Started

Use this link to reach [DeaconSpace](https://rooms.wfu.edu/EMSWebApp/) (<https://rooms.wfu.edu/EMSWebApp/>)

- Select **Wake Forest Baptist Health**
- Sign in using your WFBH email and password



Wake Forest[®]
Baptist Medical Center

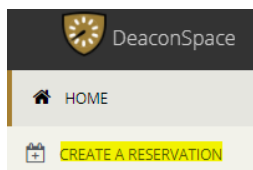
To sign in, enter your email address
(@wakehealth.edu) and network password

.....@wakehealth.edu

Password

Sign in

Click **CREATE A RESERVATION** – Locate template* entitled: **Ctr Experiential & Applied Learning (CEAL) Request**; Click **book now****.



My Reservation Templates

Ctr Experiential & Applied Learning (CEAL) Request

book now

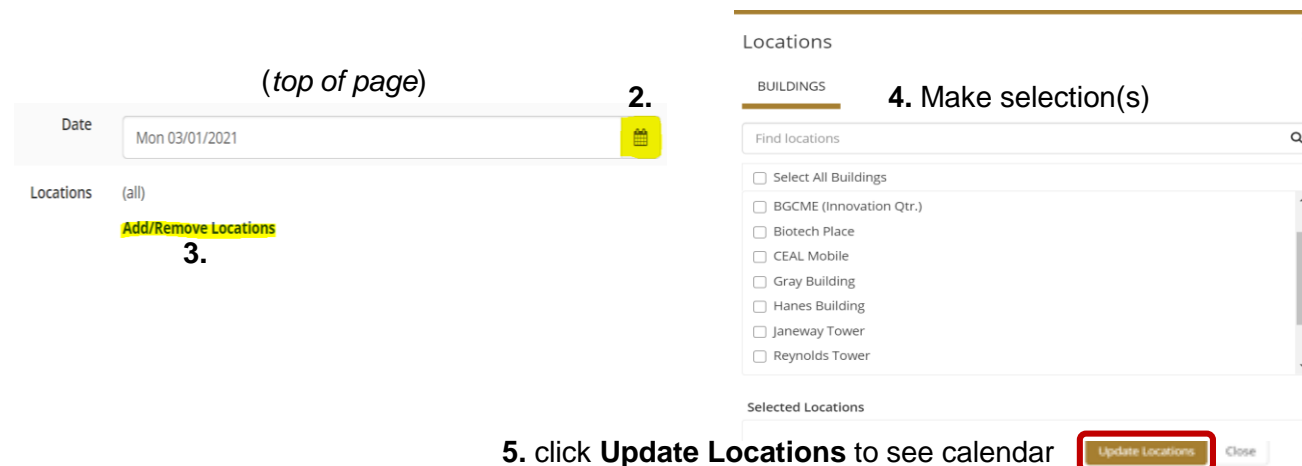
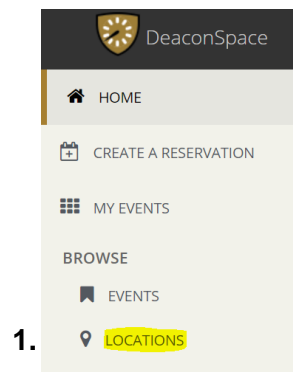
about

*No CEAL template? Email ceal@wakehealth.edu to request it be added and provide your 6-digit department # .

**Calendar Search Option (before opening template)

The system defaults to 10 business days from the current date as the first accepted reservation.

- If you have an urgent need for space and/or resources within 10 business days, follow the numbered steps below to view the calendar. If desired space appears open, email ceal@wakehealth.edu providing event details. Your request will then be reviewed for response.
- For a quick calendar glance at any time, you may follow the numbered steps below before opening CEAL template.



Step 1 Rooms

Using CEAL Template

- Select your desired Date and Start/End Time

The screenshot shows the 'Date & Time' section of the CEAL booking form. It includes a 'Date' field with 'Mon 03/01/2021' and a calendar icon, a 'Recurrence' button highlighted with a red box, a 'Start Time' field with '1:00 PM' and a clock icon, and an 'End Time' field with '3:00 PM' and a clock icon. Below these is a dropdown menu for 'Create booking in this time zone' set to 'Eastern Time'.

** If you need Daily / Weekly / Monthly / Random dates, see pages 4-5 for **Recurrence** steps.*

- Click **Add/Remove** for a list of building locations

The screenshot shows the 'Locations' modal window. It has a title bar with 'Locations' and a close button. Below the title bar is a section for 'BUILDINGS' with a search bar labeled 'Find locations'. A list of buildings is shown with checkboxes: 'Select All Buildings', 'Ambulatory Care Building', 'BGCME (Innovation Qtr.)', 'CEAL Mobile', 'Gray Building', 'Janeway Tower', and 'Reynolds Tower'. At the bottom, there is a 'Selected Locations' field and two buttons: 'Update Locations' (highlighted with a red box) and 'Close'.

- Make your selection(s); Click **Update Locations**; Calendar and list of rooms will open.

If no Recurrence is needed, continue to page 6...

* Recurrence Steps for Daily or Weekly Events

Click **Recurrence** from page 3 to open selection menu demonstrated below. (see page 5 for Monthly or Random)

Daily – Since Daily is default in **Repeats** drop down, select appropriate interval button; Select **End Date** for number of occurrences to populate. Once your selections are as needed, click **Apply Recurrence**

The screenshot shows a 'Recurrence' dialog box with a close button (x) in the top right. The 'Repeats' dropdown is set to 'Daily'. Below it, the 'Every' radio button is selected, with a text input field containing '1' followed by 'day(s)'. The 'Weekdays Only' radio button is unselected. The 'Start Date' is 'Mon 03/01/2021'. The 'End Date' radio button is selected, with the date 'Wed 03/03/2021' and a calendar icon; the text '(3 occurrences)' is highlighted in yellow. The 'End after' radio button is unselected, with a text input field containing '1' followed by 'occurrence(s)'. The 'Start Time' is '1:00 PM' and the 'End Time' is '3:00 PM', both with clock icons. At the bottom, there is a dropdown for 'Create booking in this time zone' set to 'Eastern Time'. At the bottom right, there are two buttons: 'Apply Recurrence' (highlighted in brown) and 'Close'.

Weekly – Select from **Repeats** drop down; Enter how often (i.e. Every 1, 2, 3 weeks, etc.); Select **day(s)** of the week; Select **End Date** for number of occurrences to populate. Once your selections are as needed, click **Apply Recurrence**

The screenshot shows a 'Recurrence' dialog box with a close button (x) in the top right. The 'Repeats' dropdown is set to 'Weekly'. Below it, the 'Every' text input field contains '2' followed by 'week(s)'. The 'On' section shows a row of buttons for days of the week: Sun, Mon (highlighted in blue), Tue, Wed, Thu, Fri, Sat. The 'Start Date' is 'Mon 03/01/2021'. The 'End Date' radio button is selected, with the date 'Mon 03/29/2021' and a calendar icon; the text '(3 occurrences)' is highlighted in yellow. The 'End after' radio button is unselected, with a text input field containing '1' followed by 'occurrence(s)'. The 'Start Time' is '1:00 PM' and the 'End Time' is '3:00 PM', both with clock icons. At the bottom, there is a dropdown for 'Create booking in this time zone' set to 'Eastern Time'. At the bottom right, there are two buttons: 'Apply Recurrence' (highlighted in brown) and 'Close'.

* Recurrence Steps for Monthly or Random Events

Click **Recurrence** shown on page 3 to open selection menu demonstrated below.

Monthly – Select from **Repeats** drop down; Select appropriate interval button and complete fields; Select **End Date** for number of occurrences to populate. Once selections are as needed, click **Apply Recurrence**

The screenshot shows the 'Recurrence' dialog box with the following settings:

- Repeats:** Monthly (highlighted in yellow), with a 'Remove Recurrence' button.
- On the:** Selected. **First** (highlighted in yellow) of every **1** month(s).
- Start Date:** Mon 03/01/2021.
- End Date:** Mon 05/03/2021, with a yellow highlight and '(3 occurrences)' next to it.
- End after:** 1 occurrence(s).
- Start Time:** 1:00 PM.
- End Time:** 3:00 PM.
- Time Zone:** Eastern Time.
- Buttons:** 'Apply Recurrence' and 'Close'.


Random – Select from **Repeats** drop down; Calendar opens for selecting random dates over the next 18 months; Once selections are as needed, click **Apply Recurrence**

The screenshot shows the 'Recurrence' dialog box with the following settings:

- Repeats:** Random (highlighted in yellow), with a 'Remove Recurrence' button.
- Calendar:** A calendar for March 2021 is displayed. Selected dates are 1, 10, 19, 23, and 29. The date 19 is highlighted in blue.
- Start Time:** 1:00 PM.
- End Time:** 3:00 PM.
- Time Zone:** Eastern Time.
- Note:** *Note: Start/End time must remain the same for each date.*
- Buttons:** 'Apply Recurrence' and 'Close'.

Step 1 Rooms continued from page 3

As seen in (A), each room is listed under the selected building location(s). Capacity and time availability are shown here.

- **Room Details:** If you need to review this information prior to selecting, click the blue room name shown in (A) which then opens (B) with 4 separate tabs of detail as highlighted below.
- To select the preferred room, click  shown in (A)
- This opens (C) to enter **No. of Attendees**
Note: Required fields are marked with * and outlined in red
- Click **Add Room**



(A) Selected Rooms

Your selected Rooms will appear here.

Room Search Results

LIST SCHEDULE

Favorite Rooms only.

	4	5	6	7 AM	8	9	10	11	12 PM	1	2	3	4	
Rooms You Can Request														
Janeway Tower (ET)	Cap	4	5	6	7 AM	8	9	10	11	12 PM	1	2	3	4
 Debrief (1089)	8									L&D Skills Verification Check			ANESTHE	
 Mock OR & Debrief...	20									L&D Skills Verification Check			ANESTHE	

(B) about Mock OR & Debrief Combo

ROOM DETAILS SETUP TYPES FEATURES AVAILABILITY

Room Code 1089/1102

Description Mock OR & Debrief Combo

Room Type Lab - Simulation

Floor First

Notes Set-up Notes: Mock OR is standard with bed and mannequin. Added resources can be used based on request.

Requires Check-in No

Close

(C) Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

No. of Attendees *

1

Setup Type * *Disregard this one*

Custom - See Setup Notes


Add Room Cancel


The selected room now appears at the top of the page. **Tip option:** Click up arrow at bottom of page any time to go to top

- After all selections are made and appear in list with  , click **Next Step**

1 Rooms ▶ 2 Services ▶ 3 Reservation Details

Next Step




Selected Rooms  Attendance & Setup Type


 Mock OR & Debrief Combo

Room Search Results

LIST **SCHEDULE**

Favorite Room... **Search**


		7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7
Rooms You Can Request														
Janeway Tower (ET)	Cap													
 Debrief (1089)	8										ANESTHESIA R			
Mock OR & Debrief...	20										ANESTHESIA R			
 Skills Lab (1093)	10				FES Exam-Irene Isra									
 Mock OR (1102)	12										ANESTHESIA R			

 Availability Legend

You are now ready to select event Services and Resources

Step 2 Services

Services and Resources include staffing support and equipment needs.

- Click the arrow to reveal listings
- As each item is selected, it appears in the Services Summary to the right with 

Note: Question regarding human tissue must be answered in the required field shown below

- click **Next Step**

1 Rooms | **2 Services** | 3 Reservation Details

Services For Your Reservation Next Step


CEAL Simulation Resources	
Manikins ▼	
Manikin - 5 yo HAL (W-5)	Manikin - HPS Adult
Manikin - HPS Child	Manikin - METI Man
Manikin - Newborn Tory (W-5)	Manikin - Other
Manikin - SimBaby	Manikin - SimMan
Manikin - SimMan3G (W-5)	
Simulation Support	▼
Simulation Operator Support Staff	
Task Trainers	▲





CEAL Standardized Patients	
Standardized Patients	▼
Standardized Patients	
Support Service	▲

CEAL Ultrasound Resources	
Equipment	▲
Ultrasound Support	▲

CEAL Human Tissue Resources	
Does your event require use of human tissue? *	
<input type="text" value="Choose one"/>	
Type/Qty. Human Tissue Requested	▲
Human Tissue Support	▲

Services Summary

 **CEAL Simulation Resources**

	1	Manikin - HPS Adult 
	1	Simulation Operator Support Staff 

Step 3 Reservation Details

All fields in this step are required.

- **Group Tip:** Click search icon and enter WFSM: to begin locating your department (shown below)
 - Surgery related departments are within surgery category
 - WF Baptist Medical Center is another search option if unable to locate
- Where you see **Add/Remove** under certain questions, click to open a list of options
- There is a specific field available for adding information or a message you would like to communicate
- When all fields are completed, click **Create Reservation**
- The system will then let you know your request has been submitted.

Create Reservation

1 Rooms | 2 Services | 3 Reservation Details

Reservation Details

Event Details

Event Name * Event Type *

Group Details

Group * →

- WFSM: Academic Computing
- WFSM: Alamance Emergency Physicians
- WFSM: Anesthesiology
- WFSM: BGGGS
- WFSM: Biochemistry
- WFSM: Biomedical Engineering
- WFSM: Biostatistics
- WFSM: Cancer Biology
- WFSM: CERTL
- WFSM: Clinical Education
- WFSM: Comparative Medicine
- WFSM: Counseling & Wellness Services
- WFSM: Coy Carpenter Library
- WFSM: CRNA Students

1st Contact

Attachments

Select your files | Drag and drop your files here

Additional Information

Will persons 17 years old and younger (that are not Wake Forest students) attend this event? *

Is this event related to a sentinel event (patient safety event that resulted in patient death, permanent harm, or severe temporary harm and intervention required to sustain life)? *

Please list the learning objective(s) for this event. *

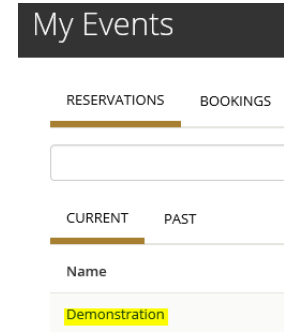
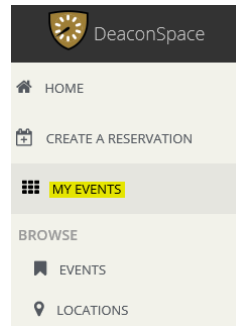
What is the value of hosting this event to the Program/Department/Institution/Organization? *

Add/Remove

Name of Event Host/Facilitator: *

From the DeaconSpace **Home** page

- Click **My Events**
- Click the **Reservation Name** requiring a change



Edit Event Name / Type / Group / Contact / Information questions

Click Edit Reservation Details

RESERVATION DETAILS ADDITIONAL INFORMATION ATTACHMENTS

Edit Reservation Details

Edit Event Date / Time / Location

Under Bookings, click at bottom of page

Bookings

CURRENT PAST

[Cancel Bookings](#) [Booking Tools](#)

Date ^	Start Time	End Time	Time Zone	Location
Mon Jan 6, 2020	8:00 AM	10:00 AM	ET	Janeway Tower - Mock OR & Debrief Combo

Add or Cancel Services

Click appropriate selection under **Reservation Tasks** right of page

Reservation Tasks

- Add Services**
- Cancel Services**
- [Booking Tools](#)
- [x Cancel Reservation](#)

Cancel Entire Event Reservation including those with Multiple Date Bookings

Click **x Cancel Reservation** shown above.



Cancel Specific Event Booking Date(s)

Under Bookings, click at bottom of page.

